



Position Title: FINANCE COORDINATOR

Employment Status: Full Time, Non-Exempt (40 Hours)

Summary of Job: The Finance Coordinator is responsible for providing Accounting Support services to the ELNC Finance Department.

Direct Supervisor: Finance Manager

Direct Staff Supervised: None

Other Key Relationships: The Finance Coordinator will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Follow ELNC fiscal policies and procedures.
- Review and process all invoices and check requests for approval.
- Process debit, credit, and ACH Transactions.
- Maintains historical records by filing documents.
- Perform monthly duties related to the Federal Reimbursement Food Program process including but not limited to:
 - Communicate with participating program sites
 - Receive monthly documentation for participating program sites
 - Develop monthly CACFP reimbursement claims with Michigan Department of Education
 - Maintain CACFP files
- Assist with Federal Reimbursement Food Program site reviews.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Assist with ELNC annual audit process.
- Assist with and/or participate in all ELNC major projects and activities as assigned.
- Contributes to team effort by accomplishing related results as needed.

Specific Site Duties: None

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge, Skills, and Abilities

- Knowledge and experience in providing accounting support in public or non-profit program.
- Data entry skills, attention to detail, analyzing information, and reporting research results.
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
- Knowledge of safety regulations, practices, and procedures.
- Ability to work well with others in a team approach.
- Ability to communicate effectively, both orally and in writing.

Minimum Required Education and Experience:

- Associates Degree or at least five years prior experience as a Finance Coordinator.
- 2 years of QuickBooks
- Prior work experience providing accounting support for Executive Team.
- Prior experience working in non-profit human services organization.
- Prior experience working with accounting software.
- Knowledge of computer web based programs, Word, Excel and PowerPoint.
- Proven Self Starter.

Additional Requirements of the Position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects.